Application Instruction Booklet

ONE INJURY, ONE ILLNESS, ONE FATALITY... IS ONE TOO MANY.

SHiP

Safety & Health Investment Projects
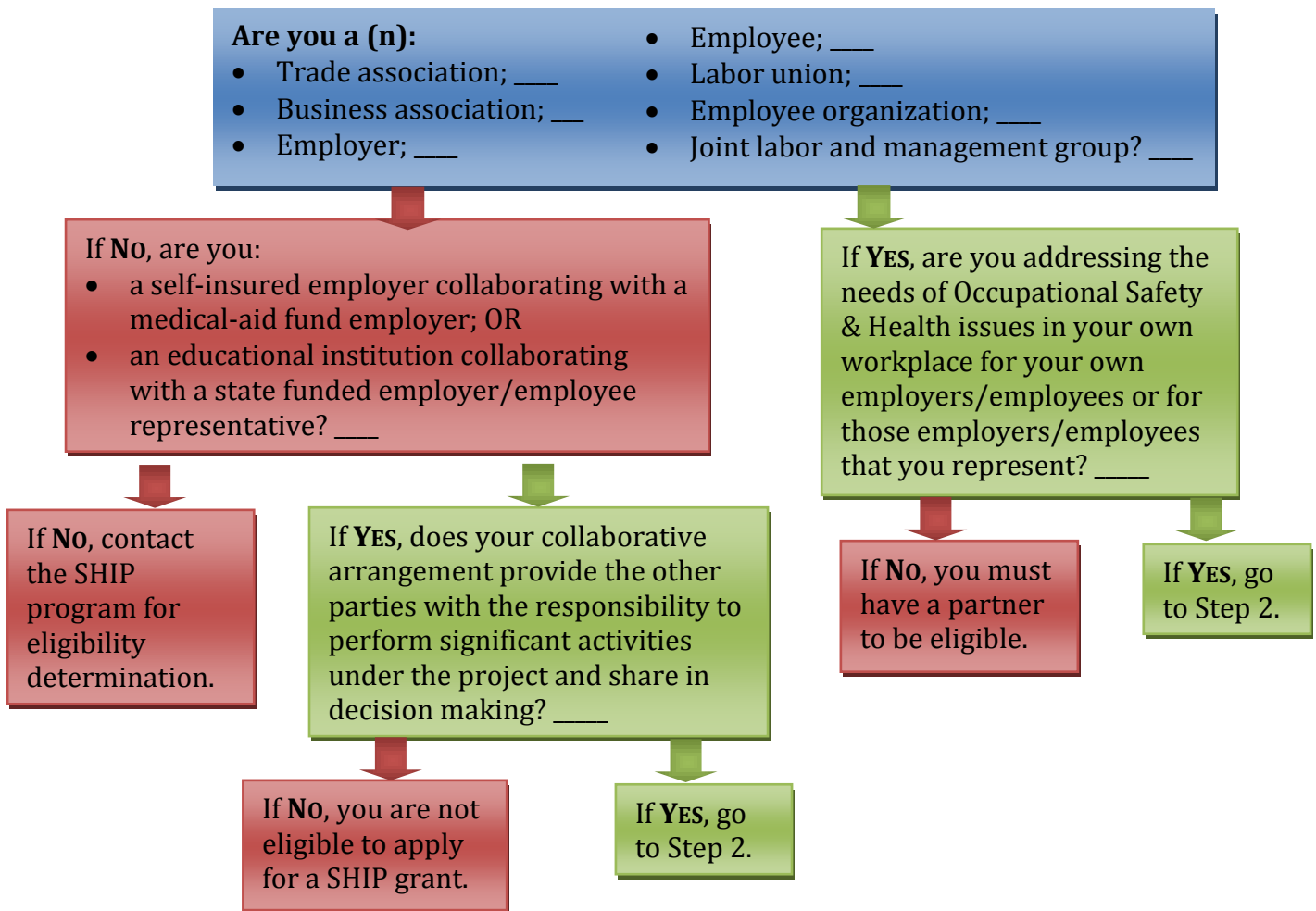
Washington State Department of
Labor & Industries

Review Steps 1 & 2 before Filling out the Application

March 2012

SHIP APPLICATION INSTRUCTION BOOKLET

TABLE OF CONTENTS

Are you a (n):
- Trade association; ___
- Business association; __
- Employer; ___
- Employee; ___
- Labor union; ___
- Employee organization; ___
- Joint labor and management group? ___

If **NO**, are you:
- a self-insured employer collaborating with a medical-aid fund employer; OR
- an educational institution collaborating with a state funded employer/employee representative? ___

If **YES**, are you addressing the needs of Occupational Safety & Health issues in your own workplace for your own employers/employees or for those employers/employees that you represent? ___

If **NO**, contact the SHIP program for eligibility determination.

If **YES**, does your collaborative arrangement provide the other parties with the responsibility to perform significant activities under the project and share in decision making? ___

If **NO**, you must have a partner to be eligible.

If **YES**, go to Step 2.

If **NO**, you are not eligible to apply for a SHIP grant.

If **YES**, go to Step 2.

NOTE: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and cannot be copyrighted, patented, claimed as trade secrets, or otherwise restricted in anyway.

Is your project designed to reduce injuries, illnesses or fatalities in your and other similar workplaces? ___

If **YES**, does your project:
- Develop technical innovations or engineering controls, best practices, or education and training? ___
- Address specific priorities identified by DOSH in cooperation with the WISHA Advisory Committee and Workers' Comp Advisory Committee? ___
- Foster prevention through cooperation between employers and employees or their representatives? ___

If **NO**, contact the SHIP program

If **YES**, are products substantially similar to products that currently existing in the public domain? ___

If **YES**, contact the SHIP program

If **NO**, will any portion of your project funding be used to come into compliance with safety and health or other legal requirements? ___

If **YES**, it is _not eligible_ for a SHIP grant

If **NO**, does your project involve lobbying and political activities or supporting, opposing, or developing legislative or regulatory initiatives? ___

If **YES**, it is _not eligible_ for a SHIP grant

If **NO**, does your project require the purchase of equipment as an essential element for the project's success or completion? ___

We _strongly_ recommend choosing the most cost effective method.

If **YES**, is it the primary purpose of your project? ___

If **YES**, it is _not eligible_ for a SHIP grant

If **NO**, SHIP funds cannot be used to apply for another SHIP grant or any other grant.

NOTE: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and cannot be copyrighted, patented, claimed as trade secrets, or otherwise restricted in anyway.

SHIP GRANT APPLICATION INFORMATION

IMPORTANT INFORMATION: SHIP grants are "discretionary grants", indicating that grants selected for awards are determined through a competitive process.

The SHIP application has six sections:
- Cover Sheet
- Project General Information
- Budget
- Project Description and Work Plan
- Additional Required Information
- Certifications and Assurances

Important information about attachments: Please be sure that all relevant information about your proposed project is included in the body of the application. While attachments are a valuable tool for providing in-depth understanding for reviewers, attachments may or may not be used to assess the validity of the proposed project for SHIP funding.

Submitted applications must:
- Be **clear and legible,** with a minimum font size of 12 points.

    o Figures, charts, tables, legends, and footnotes may be smaller in size but must be legible.

- Maintain the order of requested information in the application as originally designed.

- Be **completed in full.**

    o Incomplete applications will not be processed and applicants will be contacted with information detailing application deficiencies including instructions for re-submission, if available, once the application is complete.

    o Incomplete applications received on the application deadline will not be considered as submitted by the deadline.

- Be submitted as **one file.**

    o When possible, attachments should be included as part of the application file.

All completed applications and accompanying materials become the property of the Department of Labor and Industries (L&I) and will not be returned. Any exceptions must be approved by L&I and documented in advance.

Applicants are notified in writing of the acceptance or denial of their application.

NOTE: *All products developed as a result of an approved SHIP award belong in the public domain and their dissemination and use shall not be restricted in any way. Such products may not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way. The department (L&I) retains the right to publish or otherwise disseminate these products as the department in its sole discretion deems appropriate.*

INSTRUCTIONS FOR COMPLETING THE COVER SHEET

COVER SHEET ITEM	INSTRUCTIONS
Type of Organization	Circle or check the type of organization that most accurately describes the applicant or applicant organization.
Applicant Information	Provide a listing of applicant organization and any partners/collaborators
Descriptive Title of Project	Self-explanatory
Summary of proposed project	Summarize proposed project activities/outcomes in *2-3 sentences* This summary helps reviewers follow your line of reasoning in the application itself
Proposed deliverables	What products or outputs will be produced as a result of this project?
Project Budget	
a: Amount requested from SHIP	Total amount of funds requested from SHIP (amount should coincide with proposed budget)
b: Cash amount requested form others (other support)	If applicable, enter the amount of funds being provided by other entities to accomplish activities of project
c: In-kind Contribution(s)	Enter value of funds for other resources donated by applicant organization(s)
d: Total Project Budget	Add amounts from 6a, 6b, and 6c
Multi-media presentations?	Simply answer "yes" or "no". Such materials will be detailed in the application itself.

- A completed copy of the Cover Sheet must accompany every application.
- It is a brief summary of your application and *should not exceed one page.*
- Fill out the Cover Sheet **after** you have completed the application.

INSTRUCTIONS FOR COMPLETING THE SHIP APPLICATION

PART I - - PROJECT GENERAL INFORMATION

IMPORTANT WORD ABOUT PARTNERS: Some organizations are required to have joint applicants or collaborators on their project in order to meet eligibility requirements. For every project having more than one entity applying for the grant you must designate which partner will act as the "managing partner." The managing partner is the primary contact organization for the project, supplies the project manager, and carries the financial responsibility for managing the grant. Other partners in the project carry responsibility for critical portions of grant activities. Partners are not considered subcontractors and vice versa.

APPLICATION ITEM	Instructions
Descriptive Title of Applicant's Project	Self-explanatory
Total SHIP Funds Requested	Self-explanatory
Applicant Qualification	
Organization Type	Check the type of organization that most accurately describes the applicant/applicant organization or managing partner if applicable.
	If "other" is the most appropriate designation, please provide a complete explanation of the nature of your entity.
Partnerships	Simply answer "yes" or "no" regarding whether more than one entity is applying for proposed project funding. Educational institutions must choose yes, as they are required to have a collaborative relationship in order to be eligible to apply for a SHIP grant.
Will this project specifically address the needs of small business?	Self-explanatory
Applicant(s)	
Name	Enter official legal name of the organization submitting the SHIP application. Do not use abbreviations. If a partnership or collaboration, in the case of education institutions please enter the information for the managing partner.
Address	Address must be a complete official mailing address of the primary applicant organization
City/State/Zip	Self-explanatory
Website	Enter the organizations official web page address
Fed Tax ID or SSN	Self-explanatory
WA State UBI	Self-explanatory
IRS Non-profit	Self-explanatory

List Supporting Partner(s)	Provide the legal names of any organization who is participating in this project as a partner or collaborator. Include address, primary contact, phone, email, and websites, if available, for each.
Organization Profile	**Complete for managing and supporting partner**
Brief history of organization(s)	Self-explanatory
Brief statement of organization's vision/mission	Self-explanatory
Brief description of track record of achievement	Self-explanatory
Partners	
How will you assure partner participation?	What steps will you take to ensure partners will complete the activities assigned to them as part of this project.
What significant skills do they contribute to the project?	What skills do partners bring to the project that might otherwise be lacking in the managing partner organization?
How will they help you to meet your performance target?	Self-explanatory
Project Team	
To Include:	In the following portion of the application, list all personnel who will be responsible for portions of grant activities. If a position is required for the project, but the individual has not yet been identified – include position title and salary level.
Project Sponsor	Name and contact information for individual within the applicant organization who has ultimate responsibility for the success of the project through overcoming organizational barriers.
Project Manager	Name and contact information of the person who will manage your project. Each project will have **only one** project manager who is not a subcontractor; they must be an employee of the managing partner. The project manager must be someone who is available and responsive to the SHIP program staff. **You must include a resume for this individual not to exceed three (3) pages** focused on: • providing a description of their experience in **project management** • any education and skills that relate directly to project management • detail verifiable qualifications and experience required to manage this project. **NOTE**: SHIP reserves the right to reject project manager staffing if they fail to exhibit project management experience appropriate to the proposed grant project. Include contact information for all individuals who have responsibility for activities in the PDWP.

Team Member	Include a resume for individuals identified that demonstrates the experience and qualifications needed to perform the activities they are assigned under this project.
	Include a job description for positions that have yet to be filled that includes the key experiences, education and skills needed to perform the activities that will be assigned.
Location to be Served	Check the geographic locations to be served by your project.
Industry Classification	Check all industries that best describe the nature of your business or industry.
State-wide Benefits:	
How might your project benefit businesses and workers throughout Washington?	Self-explanatory

A milestone is a critical point of achievement, a key step, showing progress toward your goal. Using your budget and PDWP, determine what these critical points are and establish a budget for each milestone.

You can use milestones to assist you in developing your work plan by considering the critical points throughout the life of the project and figuring out how long it will take to achieve them and the approximate associated costs. Milestones can be looked at as points that signal a transition from one set of activities to another.

Ideally, milestones:
- Should not be more than 3 months apart;
- May include more than one significant activity;
- Will have a customized budget associated with completion of the activities within that milestone;
- Include **all** costs that will be charged to the SHIP grant;
- Will have dollar amount associated with the milestone period.

If your project is chosen for funding, milestones are used to develop your payment schedule and monitor project progress SHIP award disbursements are linked to the completion of defined, meaningful milestones.

Target Timeframe	Activities	Project Cost
Month 1 - 2	Activities	
Month 3	Activities Significant activity 1 Significant activity 2	This will cost this. Milestone 1 = $X,000.00
Month 4	Activities	
Month 5	Activities Significant activity 3	(possible milestone)
Month 6	Activities Significant activity 4 Significant activity 5 Significant activity 6	Milestone 2 = $X,000.00
Month 7	Activities	
Month 8	Activities	
Month 9	Activities Significant activity 7	Milestone 3 = $X,000.00
Month 10 – 11	Activities	
Month 12	Activities Significant activity 8 Significant activity 9	Milestone 4 = $X,000.00
	Total:	$X,000.00

This example shows the project shows reporting at 3, 6, 9, 12 months – not all projects will. You can identify milestones that occur more frequently than every 3 months, just be sure that **no more than three months** fall between any two milestones. SHIP uses the milestones you provide to develop a schedule for reporting and payment if your project is funded.

PART III - - BUDGET

This section should be as detailed as possible. Be sure to include budget items not included in the categories provided, if appropriate. The itemized budget, along with your written justification for all proposed expenses are an important consideration in the evaluation of your application.

Important considerations when developing your budget
- All budget items must be listed within the budget categories provided
    - Additional expenses not appropriate for inclusion in the budget categories provided should be included in the OTHER budget category
- Each budget category includes sections for:
    - Detailed explanation for each proposed expense (WHAT), and
    - A budget justification (WHY). Each cost should have a corresponding justification that clarifies the basis for how you determine the need for and the cost of each expense.

Budget Overview Section	
	Provide the overall proposed expenses for each budget category
Investment	
	Will your project, or any part of it, be possible without investment from SHIP? Explain.
	What will you do in order to move this project forward if you are not awarded funding from SHIP?

Format of the SHIP Application Itemized Budget and Justification

ITEMIZED BUDGET - -How will SHIP award funds be used to achieve the purposes listed in your proposal?

A. BUDGET CATEGORY **1**	Details	Proposed Expenses
1.		$ **4**
2. **2**	**3**	$
3.		$
Special Conditions for budget category if applicable		
	Subtotal	**5**

Justification for **Budget Category**: **6**

1. Identifies the budget category

2. Provides space for expenses for the budget category (ex. Booklets, pamphlets, etc)

3. Provide specific details for the items listed in #2. For example, # or amount, per month cost, etc

4. Cost for each expense in the budget category. **Enter Dollar Amounts Only!**

5. The total for expenses outlined in the budget category

6. Justification for the items listed in each budget category. This section must include:
   - the reasons for each item in the budget category
   - a justification of the expenses listed
   - how you came to determine that rate of pay, cost per item, use of subcontractor,
   - why each expense is essential to the success of the project

> *The following outline will provide detailed instruction on the type of information SHIP evaluates during the funding process for each budget category. Please pay close attention to additional documentation that should be submitted with your application.*

PERSONNEL

- For all position listed in the personnel budget, you must:

    o Provide a comprehensive job description including primary duties and qualifications

       ▪ For positions who have an individual already identified, include their **resume** (not to exceed (3) pages)

       ▪ For positions for which a candidate has not yet been identified, a **resume must be submitted to SHIP when the position is filled**.

- A Salary Justification must be included for all positions paid for with SHIP funds

    o Salaries must be commensurate with the duties being performed and not with the job title. For example, if your project wants to use already existing staff to conduct duties at a lower level, for example: Accounting personnel conducting clerical duties for the SHIP project – the salary must be appropriate to the duties being performed

       ▪ Matching job duties with the Washington State Department of Personnel salary schedule is one way to achieve this, but not the only way.

- Fringe benefits rates must be specified for each individual, but the cost of fringe benefits can be included in the salary figures for each position. Simply note what percent of the salary cost is for fringe benefits. A statement as simple as "Salary figure includes X% for fringe benefits."

- An example of the personnel section of the itemized budget has been included for your information *(see page 15)*

The justification portion of the personnel itemized budget includes the following questions to be utilized for each individual.

Personnel	
Where will you use these positions?	In what portions of the project is he position necessary?
Why do you need the position for the project to be successful?	Self-explanatory. If you didn't have the position would the project be able to be successful.
Explanation for the rate of pay provided for position	How was rate of pay determined for the position? Provide explanation about how pay is commensurate with the duties that will be performed as part of the project.

> *In the application check the box and have the authorized signatory for the managing organization sign where provided to certify that the individuals who have been identified as team members are aware of being named in the grant project proposal at the salary level indicated.*

SUBCONTRACTORS

- Include detailed information outlining the primary activities the subcontractor will conduct and qualifications they must meet in order to be hired to carry out these activities.

- Provide justification for the activities that will be done by subcontractors, along with the reasons it is necessary to use subcontractors. In other words, explain why you cannot perform these tasks and require someone else to do it.

- Include estimates from identified subcontractors to show reviewers how you arrived at the specific costs for the subcontracted work.
    - For subcontractors identified after funding, you must provide their information at the time you make a decision along with a copy of their estimate for work if not already supplied.

The justification portion of the subcontractor itemized budget includes the following questions to be utilized for each subcontractor

Subcontractor (Consultant for educational institutions only)	Subcontractor: Some projects may use one or more subcontractors for various activities within the project. Subcontractors are not considered to be a joint-applicant or partner because they do not *direct* ay activities outside the specific purview of their contract with the grantee. A subcontractor is hired by the grantee to perform a specific function. A subcontractor is a company, organization, or other entity that has expertise in a particular area that the proposed project team lacks. If your project is approved for a SHIP grant, copies of all contracts entered into for work covered by the grant must be available upon request.
How will you assure their participation?	What steps will you take to ensure subcontractors will complete the activities assigned to them as part of this project. • If your grant request is approved we will require copies of all contracts covering work to be done by subcontractors on the funded project be available to the SHIP program upon request.
What significant skills do they contribute to the project?	What skills do the subcontractors bring to the project that might otherwise be lacking in the sponsor/partner organizations?
How will they help you to meet your performance target?	Self-explanatory

TRAVEL
- Travel justification includes the reasons why it is necessary to the successful completion of the project.
    - Describe what alternatives to travel you considered and why travel is the best way to accomplish the specific activity requiring the travel.
    - Explain why specific modes of travel are selected over other alternatives.
    - Out-of-State travel will not generally be considered without compelling justification.
- Travel expenses cannot exceed the current per diem and mileage limits as published by the Office of Financial Management, State of Washington.
    - http://www.ofm.wa.gov/resources/travel/colormap.pdf
- If you have further questions about this, contact the SHIP program.

SUPPLIES
- List costs only for supplies that will be consumed in carrying out project activities. Explain why they are necessary and how they will be used to benefit the project.
- SHIP does not generally support the purchase of durable equipment with SHIP grant funds. Such equipment, if necessary to the project, should be rented or leased and cost effective whenever possible.

PUBLICATIONS
- If your project will publish materials, such as training materials, best practice guides, or other products arising from the project be sure to include reasonable publishing costs.
    - Costs for reproducing and distributing electronic media produced by the project, such as CDs, DVDs, or other media to be used broadly should be included here.

OTHER OR INDIRECT COSTS
- Indirect costs must not exceed 10% of the direct costs of the project
- Include an explanation in general terms of what you included in the indirect costs. Most costs of the project should already be detailed in the other categories listed above.
- Although indirect costs are typically not specific or assignable to individual activities you should be able to provide a general list of possible costs that go into this category.

Direct vs. Indirect Costs	
Direct Costs	*Indirect Costs*
Those costs that can be identified specifically with a project or project activity and therefore are charged specifically to that project or activity	Costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity.

In-Kind Contributions

- What are you or your partners (collaborators) contributing to the project besides listed management or project activities?

- Contributions like office space, telephone access, computer or other equipment use, or other contributions should be listed at their relative value.

  - **Note**: while the relative value of in-kind contributions are listed here as costs, they are not added into the project costs. They are listed for information purposes.

Budget Example
(*Referenced on page 12*)

Itemized Budget –How will SHIP award funds be used to achieve the purposes listed in your proposal?

A. PERSONNEL (itemize all positions, indicating percent of time, salary and names of senior personnel)	Details	Proposed Expenses
1. Jane Smith, Fiscal & Project Support	$3100/mo at 15% = $465 for 12 months + fringe at 24% = $112/mo	$6,919
2.		
3.		
Fringe Benefits (specify rate and base)		
Subtotal		

Justification for Personnel Budget:

Jane Smith, Fiscal & Project Administrative Support: Jane will provide monthly basic accounting services, fiscal reporting and setup/monitor subcontract payments and assist in typesetting of manuals and written materials. Jane will work with vendors and place orders for equipment and supplies. She will support all compliance reporting activities for the grant. Jane is currently Executive Assistant to Dave Brown and Tracy Green, and has performed in this capacity with similar grants. Prior to joining ACME in 2008, Jane spent three years as Operations Manager at XYZ Co. Jane also has experience as a legal assistant and educational trainer. Jane will devote 15% of her time for the full 12-months of the project. Salary has been set based on similar job classifications as presented on the Washington State Department of Personnel's salary schedule.

PART IV - - PROJECT DESCRIPTION AND WORK PLAN (PDWP)

A completed PDWP must be submitted as part of each application. The PDWP should provide reviewers with a thorough understanding of your project. The PDWP will also be sued by SHIP program staff in developing project agreements, monitoring project activities, and evaluating your project.

As you develop your PDWP, make sure all your project components connect in a reasonable manner. One way to do this is to think in terms of "**if-then**" relationships. For example, *if* resources are available, *then* project activities can be implemented; or *if* project activities are implemented, *then* project outputs and outcomes can be expected.

When connections between components are not clear or do not exist, you'll need to address these gaps. This may mean revisiting activities and outputs and making adjustments.

If you have additional points you would like to convey, please do so at the end of this section. Diagrams, tables, charts, flow charts and Gantt charts may also be used to more fully illustrate how different components of your project will link or come together over the life of your project. These should be an additional piece and will not take the place of the framework provided in the application.

Please review the following PDWP components and use the descriptions and explanations to help you complete your Project Description and Work Plan from the form provided below:

FRAME	
Application Item	**Instructions**
Problem Statement "What particular problem or need will your project address?" What is the issue/need to be addressed? How do you know the issue/need exists? What is the industry/target audience need?	Problem statement should include information on the target population. What are the needs/problems of the target population and what are the causes? Provide who, what, when, where, and why? Why is this project needed and how do you know this? What documentation is available to support this – include baseline data that demonstrates the existence of the problem. ***NOTE: The problem or need being addressed should be clearly stated and identifiable within the first few sentences of this section.***

Goal	The goal of your project should provide the **vision** of your project and be **broad** in scope.
"What is the impact to occupational safety and health toward which this project is directed?	The goal should address **who will be affected** and **what will change** as a result of the project.
	Goals are longer term and broad.

Objectives	Objectives should be:
"What will your organization **do** about the problem?	• Statements that explain how the project will be accomplished
	• Implementation steps that support the attainment of project goal(s)
	• Specific, measureable, attainable, reasonable, and have a defined completion date.
	• The measurable tasks that will be undertaken in order to realize the goal.
	Asking the questions below may assist you in developing your objectives?
	• What broad activities need to happen to solve the problem?
	• What is the direction of change? Or What is the action needed?
	• If the objectives are implemented, can they be measured?
	• Who is the target audience?
	• What is the time frame needed to realistically begin to solve the problem by implementing each objective?
	Objectives are short term and narrow.

SCHEDULE AND DELIVERABLES	
Timeline	List timeframes for each activity.
"When will you carry out each activity and for how long?"	*This should be constructed using general timeframes in the form of week # or month #. For example: **Week: 4-6** or **Month 2***
	Target timelines are to be listed in such a way that reviewers can see the rational flow of the project activities and how they overlap or fit together.

Responsible Party "**Who** will do the work?"	Identify who (name of managing partner, supporting partner, subcontractor, etc) is assigned to complete each activity. Ideally, this will be the person who is ultimately responsible for carrying out the activity.
Activities "**What** are the specific activities that lead to completion of the objectives that will lead to achievement of stated project outputs and outcomes?"	List all activities by timeframe that are needed to implement your project. Common types of activities are developing products, providing services, and building infrastructure. A complete list of activities provides the basis for understanding what it takes to implement your project.
Outputs "What are the tangible **products** of project activities?	Outputs are **measurable and lead to desired outcomes** but are not the changes expected by the project. Outputs help assess how well you are implementing your project. Outputs don't address the quality of products, they express the size and scope of services delivered or produced by the project (e.g., classes taught, participants served, products produced, or curriculum and materials developed). Associating outputs with activities and resources will help to ensure that you have appropriately planned how you will create a product or deliver a service. Reviewers will better understand what you are doing each step of the project. It is okay to begin with an estimated number that can be adjusted later.
How and why was the project approach developed?	Describe what leads you to believe your particular approach will actually solve the problem and achieve the results you want. Explain how you know the target audience will, in fact, benefit from your project.
What factors, outside your control, could potentially negatively impact your project's success?	External factors are forces that you have little or no control over and can affect the functioning of the project. External factors can help or hinder your project's success. Common external factors include: the political environment and prevailing economic climate, social and cultural context, geographic and other natural constraints.

Factors your project counting on that will contribute to the project's success.	You made some assumptions about conditions that exist that support your project. Explain them.
	Describe support that is already in place or is committed to the success of the project from the target audience or related entities.
How do you expect people to know about and use the results of your project?	What activities or plans do you have to ensure that your target audience will know about your activities and use the products produced.

See Outcomes in the Appendix for additional Outcomes information

OTHER CONSIDERATIONS

Information Sharing:	
How do you expect people to know about and use the results of your project?	How will you market your project/products to your target audience?
	What are your plans for ensuring ongoing availability of the products produced as a result of this project? (outside of what L&I will do)

CERTIFICATIONS AND ASSURANCES

The application must be signed by all individuals who are party to this application including joint applicants and subcontractors.

The person signing on behalf of the organization on the application also needs to be authorized to sign the agreement.

IMPORTAINT:

The following does not replace the directions provided for any section in the application instructions.

This guidance is intended for individuals who have little or no project planning experience. It presents one possible way to organize and develop the project details you will need to fill out the application and carry out your project. It provides general guidance, so it may not be useful for highly complex projects.

IDENTIFY THE PROBLEM AND YOUR SOLUTION

Before you can plan, you'll need to identify the following:

1. A problem - - something lacking a (a gap) in occupational safety and health that needs to be addressed.

2. Your proposed solution - - a project that should fill the gap identified
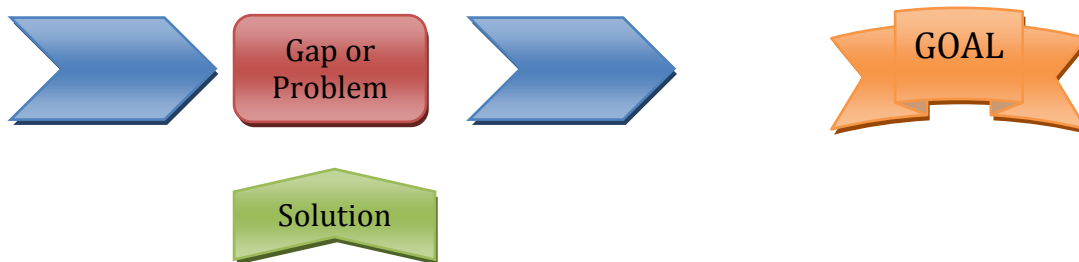
IDENTIFYING THE STEPS THAT WILL HELP YOU ARRIVE AT THE SOLUTION

Once you've identified your solution, the SHIP application requires you to provide detail about what needs to be done to build your project. This part of your planning will require some time and progressive approach to get down to the level of detail that creates a **useful roadmap** for project application and implementation.

Start by identifying the main steps (called objectives) needed to create your solution. What needs to be done first? Next? And so forth.
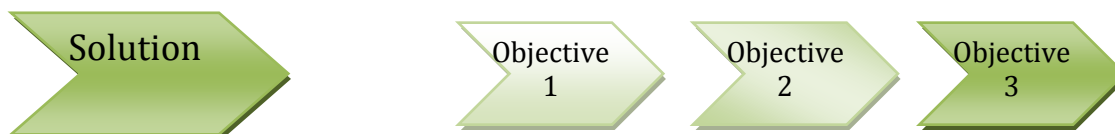
DETERMINE THE TASKS THAT WILL PRODUCE YOUR OBJECTIVES

For **each** objective, list the TASKS (or activities) that need to be accomplished.

Within each objective, arrange the tasks in the order in which they will need to be done. Some tasks may need to be done before others. Some may need to be grouped and worked at the same time by different individuals. Some tasks may need to be divided further into distinct subtasks, and so forth. Detail is important. If you don't identify all tasks and subtasks, you may not be able to create a realistic timeline and budget for your project.

You may want to show your task outline to someone for feedback to make sure you haven't left anything out.

EXAMPLE:
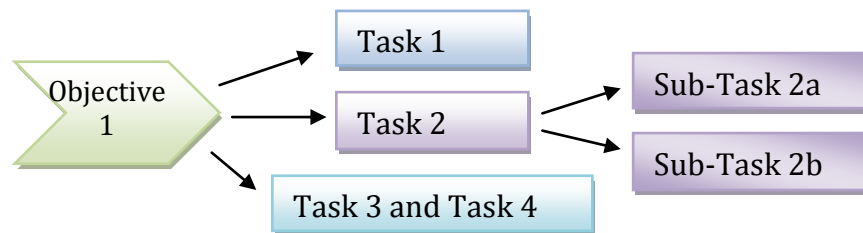
When you are satisfied that you've identified all that needs to get done, follow the guidance below to develop a realistic timeline for your project.

Brainstorming:

Brainstorming is another method that helps you develop and organize details for your project planning. Start by listing any and all tasks needed to get each objective. When your list starts to get long, you can begin grouping any tasks that are related into "objective" groups. As "objective" groups start to become more defined, think about the relationship between the groups. For example, decide whether some activities should be done before others. Also look at the tasks in each activity group and decide which tasks come before others. Consider if some tasks haven't been listed and add them to the right activity group. Be sure that each activity ties to a specific project objective.

TIPS FOR DEVELOPING A REALISTIC PROJECT TIMELINE

Once you have determined **what** your objectives are and developed a detailed list of tasks, and (possibly) subtasks, you can start estimating how much time each task and subtasks will take to complete.

- Determine **when** these activities need to happen, whether some can be done concurrently or whether they need to be completed consecutively, in what order, and by **whom**.
- Ask identified individuals who will be completing the work (or those familiar with the type to be done if specific individuals have not yet been identified) to provide feedback on the timeframes to make sure they are reasonable.
- Check for any foreseeable schedule impacts, such as vacations or other projects' deadlines. If you think there may be other lurking issues that could significantly jeopardize the timeframe, consider adding extra time, if this could mitigate the issue.

Once all task timeframes are determined, pick the tasks that are key to driving the project timeline and add the expected durations to estimate the total number, in months or weeks, for the project. Start to outline your project timeline, based on this total. Put off using actual dates in the timeline until you know f your project has been awarded a SHIP grant.

Note: The SHIP application doesn't require that you list every task and subtask needed to accomplish your project objective, but you should be prepared to include KEY tasks (activities) in the Schedules and Deliverables section of the Project Description and Work Plan (PDWP) portion of the SHIP application. On your timeline you will need to identify points where you will produce outputs (products) and points at which outcomes will be identifiable.

APPENDIX

APPLICATION CHECKLIST

<u>Planning:</u>
- ☐ Have you considered a variety of perspectives?
  - ○ It's a good idea to get feedback from colleagues and stakeholders on your proposed project.

Does your project focus on the development of products that:
- ☐ Contribute to increased occupational safety and health practices and behaviors in Washington State that:
  - ○ Can be disseminated and shared
  - ○ Can be replicated either in process or use of outputs

The milestones you develop in Part III of the application are used to develop the payment schedule if your project is approved. Please provide realistic budget projections for each milestone period indicated.

If your project pan includes developing or delivering training – be prepared to provide written guidance at the completion of your project that will facilitate others interested in replicating what you've done.

<u>After completing the application:</u>
- ☐ Check your math. Totals for the amount requested form SHIP must match on the application, milestone totals, and itemized budget, and 6a on the cover sheet.

- ☐ Have all parties signed toe application?
  - ○ All partners collaborators (for educational institutions or third party trainers), and subcontractors must sign the application or it is not complete.

- ☐ Have you included an electronic copy of your application?

- ☐ Have you included all required resumes?

- ☐ Include letters of Support as a good way to show support and interest within your target audience/industry for your project.

FRAME

Applicant: ACME Suites (AS)
Descriptive Project Title: Title give to proposed project as provided on the first page of the application

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Problem Statement: *What particular problem or need will your project address?*

What gap in knowledge, information, or tools are you proposing to fill with your project?

Don't describe the problem as the absence of your project – "we don't have enough training in our industry on a specific topic" is not the problem. The problem is increased numbers of injuries, illnesses, or fatalities in industry X related to specific hazard(s). More training may be one *solution*.

Describe the issue in a local context, if possible. While nationwide statistics can be valuable, information directly related to what's occurring on the issue within Washington state is more relevant for SHIP purposes.

Describe the problem you are trying to solve with this project, please provide relevant background information that supports your belief that this is a problem that needs to be addressed. Please include full descriptions of "who, what, when, where, why, and how" in your statement.

EXAMPLE:
There is a gap in workplace safety education tools, especially for teens, which involves interpersonal interaction, require problem-solving, create multiple stakeholder perspectives, and promote "prevention" as a means to achieving a higher long term "bottom-line".
Often general workplace safety education occurs at the point of employment via a short video or written manual. During this time, employees are inundated with all sorts of new information to learn, forms to fill out and responsibilities to assume. It is no wonder that 110 workers in our state are killed yearly and over 200,000 employees report injury/illness in the workplace. Teens are most vulnerable as they do not have much experience or exposure to the world of work. According to the 2009 Competitiveness Redbook, WA state ranks 3rd in the nation in accidents and injuries per 100 workers. Moreover, injury rates for teenagers are 2-3 times higher than they are for working adults (L&I statistics). Our goal is to provide the emerging workforce with the awareness knowledge and desire to prevent workplace incidents through their participation in "CRASH!! – A Game that Heightens Awareness of Prevention & Risk in the Workplace".

Goals: *What are you trying to accomplish with your project? What will happen because of what you do during this project? Who is likely to benefit and why?*

Goals frame all elements of the PDWP to follow and provide a clear direction for future action. Please address what will happen or change because you conduct the activities for this project. Include intended results of the project and specify the target population that will benefit (The target population should have been listed as part of the "who" in your problem statement. If not, a full explanation is required).

EXAMPLE:
The CRASH! Project proposes to create a discovery learning tool that will educate WA state teens & adults about preventing accidents, illnesses and work related injuries and the associated costs/benefits from the viewpoints of employees, employers, and state regulators agencies. CRASH!

Will accomplish the following goals:

- Increase participants' awareness of common WA State accidents, injuries, illnesses and their causes

- Increase participants' knowledge of prevention strategies and their relative effectiveness

- Increase participants' willingness to abide by safety standards, rules and regulations and build awareness for the government agencies regulating workplace safety

- Increase participants' understanding of worker rights

- Increase participants' understanding of the costs and benefits to business managers and owners associated with investments in workplace safety

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Objectives: *What are the main activities you will undertake to accomplish the goal?*

EXAMPLE:
- Providing a measurable increase in staff usage of ACME SUITES. The objective is that staff will increase their use of ACME SUITES by 20% by the end of the project

- Provide 30 basic and advanced training courses in workplace safety and health through the XYZ Learning Institute

- To develop and test a training curriculum that incorporates classroom activities, hands-on practice, and development of ___ during the seminar that will allow participants to do XYZ at the completion of the course.

EXAMPLE:
1. Conduct Preliminary Research
2. Create Draft Simulation
3. Test Draft Simulation
4. Create Training Materials
5. Phase I Implementation – AS Summer Programs
6. Phase II Implementation – Sample Adult Populations
7. Evaluation and Reporting
8. Dissemination Activities

SCHEDULE and DELIVERABLES

Timeframe	Resp. Person(s)	Activities	Outputs
1/10 – 2/10	Shannon Steve Grant	Conduct Preliminary Research	Baseline Information about workplace health and safety to inform simulation design
1/10 – 2/10	Shannon Grant	Survey of Membership	Data to inform content
3/10 – 4/10	Shannon	Create Draft Simulation	Simulation scenarios, game design, scoring algorithms, basic training materials
5/10	Shannon	Test Draft Simulation	Tested curriculum

	Tracey		
6/10	Shannon Alicia	Create Training Materials	Training manual and collateral training resources
6/10 – 8/10	Tracey	Phase I Implementation: AS Summer Program	1,000 students served and 100 adults trained
9/10 – 12/10	Alicia	Phase II Implementation: Adult Populations	4 simulation sessions, 100 adult participants
1/10 – 12/10	Sharon	Evaluation and Reporting	Evaluation data collection and analyzed, final evaluation report
4/10 – 12/10	Steve Grant Tracey	Dissemination Activities	Website developed, presentations at conferences, materials and evaluation results made available to public

To obtain more rows at the end of a table, please place cursor in the last box of the table and press tab. This works for all tables in the application.

- How and why was the project approach developed?

  For 33 years, AS has successfully impacted student learning, motivation, and achievement through the use of innovative experiential learning techniques. Simulation provides an immersive learning environment, where skills, process, and knowledge can all be enhanced without the true risk/consequence of the real world. Simulation allows training to be *fun*, a crucial aspect for long-term memory formation. Because the experience is self directed, participants are also engaged in inquiry based learning – an educational methodology that research demonstrates has the greatest impact on learning outcomes.

- What factors, outside your control, could potentially negatively impact your project's success?

  External factors that may potentially influence project success include:

  In-School "Pre-test": It is our goal to do preliminary test of the tool during 1-2 of our In-School Programs directly prior to summer programs. There is a slight chance severe weather or widespread illness could cancel programs. The same applies to Summer Programs (our main demonstration group, with 1,000 students housed at four universities). We have never had to cancel a summer program in our 33 year history.

  Low Enrollment: Total enrollment is difficult to predict, but has been on an incline for the past several years, to date averaging 1,000 students per summer. We are confident we will reach project numbers.

- Factors your project counting on that will contribute to the project's success.

  AS is in a strong position for success. The program is built on a strong foundation of business support: 450 business contributors, 250 full week volunteers, and 300 ½ day volunteers, and has successfully forged partnerships with 20 Washington State high schools promoting the participation of more than 3,000 students annually. The following assumptions are in place with regard to our proposal:

  - o WBW will continue to provide full service to youth in WA state
  - o Business support will be maintained through this period of time
  - o Student participation will track with past years' enrollment

- How do you expect people to know about and use the results of your project?

Project dissemination activities will include:
- Development of a resource website that will offer training materials and evaluation results to the general population – linked both to AS and ABC sites.

- Creation of stand-alone training materials that will support delivery of CRASH! Simulation independent of WBW training support

- Production of a training video that will also be available online

- Presentations at ABC conference, industry association meetings, and other educational forums

- Demo the game for affiliated youth organizations (DECA, FBLA, Junior Achievement) serving more than 25,000 Washington high school students annually

- Continued delivery of CRASH! simulations to AS students and volunteers – more than 3,200 students and 250 industry volunteers each year

- Development of a cohort of AS volunteer facilitator available to support simulation activities in the community

OUTCOMES

- What measurable outcomes will be achieved during the grant period (i.e. short term outcomes)?
  - o Increased knowledge and awareness of coon WA State accidents, injuries, illnesses and their causes – including prevention strategies and their relative effectiveness

  - o Reduction in workplace accidents, injuries and illness – increases in worker retention, productivity and morale

  - o Industry and workforce benefit from a free and effective training tool that reinforces health and safety as a personal, institutional and public good

Evaluation of Outcomes

- What methods or strategies will be used to gather data on the project? Do you plan to conduct a project evaluation?
  - o Provide information on how you will carry out this piece… How will you gather data? How will you use the data?

Once you PDWP is complete, take time to review your work

Consider the following questions:

- ☐ Does your organization have adequate resources to implement the activities and achieve the desired outcomes? If you need further resources, is that reflected in your PDWP?

- ☐ Have you included all the activities needed to implement your program and achieve expected outcomes? Would the activities list enable someone who is unfamiliar with your project to fully understand its scope?

- ☐ Have you expressed your outcomes in terms of change? Have you identified who/what will experience that change, other what time period, and how it will be measured?

- ☐ Do activities, outputs, and short and long term outcomes relate to each other logically (the "if-then" relationship)?

- ☐ Does your PDWP clearly identify the scope of your program's influence?

TRAINING & EDUCATION PROJECTS

Please be sure to address all the following points if you are developing and presenting occupational safety and health training.

Audience
Will you be training workers that your organization either employs or represents?

If Yes, please continue

If No, you are considered a third party entity and MUST have a partner with relationship to the workers or employers being targeted by this training.

How large is the pool of candidates in your target audience that you can pull from to participate? How do you plan to ensure adequate participation?

Industry Support
Do you have industry support for this type of training?

Is it a good idea to provide letter from employers or their representatives and employees or their representatives that indicate support for your project. In some cases, it can be helpful to have a commitment to participate in the training.

Curriculum
Be sure to include a basic outline or syllabus of your proposed training/curriculum in the application. At the end of the project, the training curriculum and other training materials should be formatted and packaged so that other parties can successfully replicate it.

Trainers
All trainers being used by the project must be approved in advance by SHIP/DOSH staff. Please submit resumes including trainer qualifications for individuals identified to provide training – DOSH reserves the right to veto proposed trainers and require grantees to find a trainer with the appropriate training, expertise, and reputation.
Trainers identified subsequent to grant awards must be approved by SHIP/DOSH before they can conduct training.

Training/ Content Accuracy
All training developed through a SHIP grant must be compliant with current WISHA standards. All education/training products must be reviewed by assigned DOSH staff. *Please ensure you have included in your timeline adequate time for review by DOSH staff and revision at various stages in the development stage. **Allow at least one week TWICE** for assigned staff to review proposed training materials.*

NOTE: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and cannot be copyrighted, patented, claimed as trade secrets, or otherwise restricted in anyway.

OUTCOMES
*"What will **change** about the situation as a result of your project?"*

Clarification on Outputs vs. Outcomes

Outcomes are the measurable results of activities associated with change in learning, condition, or action.

- **Outputs** are the direct and measurable **products** of a project's activities; they are often expressed in terms of volume or units delivered.

- **Outcomes** are the **results** or **impact** of the activities. They are directly related to, or feed, accomplishment of the broad goal you stated earlier. Outcomes often represent the results of multiple outputs; each outcome usually corresponds to one or more outputs.
  - Target audience outcomes can be changes in:
    - Learning (new knowledge, increased skill…)
    - Condition (economic, working conditions…)
    - Action (Changed decisions, modified practice or behavior…)
  - Outcomes, expressed as some form of change, are:
    - The *results* or *impacts* that occur because of program activities
    - *Within the scope* of the program's control and timeframe
    - Accepted as *valid* by stakeholders or beneficiaries of the project
    - Phrased in terms of *change*
    - *Measurable* indicators of project success

Short Term Outcomes First step toward change *Such as:* • New knowledge • Increased skills • Changed attitudes	**Intermediate Outcomes** Can't happen without the short-term outcomes *Are often:* • Modified behaviors • Changed practices • Changed decisions	**Long Term Outcomes** Short/intermediate outcomes *For example:* • Number of workers suffering from specific types of injuries, illnesses, or fatalities • Claims costs • Exposure to workplace hazards